Alexandria®
Version 6 Controller

User's Manual

For Macintosh and Windows

Alexandria v6.1

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Alexandria Controller User's Manual—David Scott Forsythe
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Alexandria Controller

COMPanion offers our users the Central Union, Distributed Union, and single-site systems for library management; however, there are times when even *this* variety of system models cannot conciliate specific needs. Therefore, the **Alexandria Controller™**, a new model based on Multi-Data Station technology, provides yet another solution—continuing to make Alexandria the *perfect* system for everyone's needs*!*

A Solution To A Technological Headache

Multi-Data Station technology provides an answer to the problem of growing hardware and software requirements that have faced district technical staff, school district administrators, and librarians.

District information technicians are faced with increasing demands as more and more computers and programs are amassed. In order for districts to efficiently use their technical support staff, administrators are constantly looking for ways to cut back on activities that consume invaluable amounts of time. Some districts experiment with consolidating servers and software in attempt to reduce their technician's travel time; many information technicians prefer Alexandria's Central Union library system because maintaining a program with a single database housed on a single server is preferable to having a server for every database at each library.

School district administrators are also constantly faced with budgetary shortages. Therefore, they must make the best use of the funds available for staffing and resources. Increased technological demands means increased need for servers, computers, and technical staff for maintenance.

School librarians want to provide what is best for the students and staff they serve. Within a district, the needs of elementary and secondary schools vary greatly; the needs of students in an affluent area of a district will differ from those in recognizably impoverished areas. In addition, librarians feel the autonomy that they have in setting policies and purchasing materials to fit the needs of their school population is crucial in providing the best service possible. While administrators may appreciate the benefits of sharing materials and being part of one centralized library system—when all system policies and resources are standardized, it may actually be a far more inferior method of servicing the needs of their schools.

Welcome to the Alexandria Controller!

Now, with the Alexandria Controller, the technical staff, administrators, and librarians have a system that can meet all their collective needs.

Multi-Data Station technology saves time!

Running numerous Data Stations on a single server saves your information technicians time. Instead of having to go from school to school to maintain individual library systems, all Alexandria Data Stations can be housed on a single server. This server may be located in a district location rather than a school. This enables the technical staff to have easy access to the server and save travel time as well as the maintenance time required when multiple servers are required.

Fewer machines save money!

Purchasing fewer servers will save the district money and provide a more cost-effective use of technical staff—circumventing the need to hire additional technical support.

Librarians retain autonomy!

Librarians will be able to customize their library systems and services to best serve the needs of their students and staff. Policies, purchases and more will be made on the local level for a better, more individualized service.

Each collection is completely autonomous and will be managed and searched separately, just as if they were separate servers running on separate machines.

Installing Alexandria Controller

This section will help guide you through the Alexandria Controller installation process.[1] Make sure to have the registration letter that came with your software—it contains essential product code information required during installation.

If you have questions or problems during installation, contact COMPanion's 24-hour Technical Support Service at (800) 347-4942 or (801) 943-7277 or by email via: `support@companioncorp.com`

Hardware and Operating System Requirements

The Alexandria Controller has been developed to work under both Windows and Macintosh-based operating systems. With the exception of subtle differences between the controls at the tops of windows and minor differences in operating system functionality, the program operates identically across both platforms.

Here are the minimal hardware and operating system requirements for an Alexandria Controller:

System Requirements for Alexandria Controller

Minimum	Recommended
Mac OS 10.5, Windows XP	Mac OS 10.6 Server, Windows 7 or 2008 Server
G5 or X86, Dual Processor/Core	X86, Multi-Processor/Core
2GB of RAM	4GB of RAM (or more)
20GB of free HD space/100,000 Items	20GB of free HD space/100,000 Items
TCP/IP Network	TCP/IP Network
1024 x 769 resolution	

Alexandria Controller Communication Systems

The Alexandria Controller requires TCP/IP to communicate between hosted Data Stations and their clients.

¡ WARNING !

The address for each Alexandria Data Station cannot be dynamically allocated and *must* have a fixed TCP/IP (or shared) address.

1.During instruction, COMPanion assumes that you have a *basic* working knowledge of your computer's operating system.

Installation Summary *(read this first)*

Make sure that the machine on which you will be installing and running the Alexandria Controller meets the minimum recommendations for both hardware and operating system software on page 3.

Step 1. Before you run the Alexandria Controller, you will need to decide whether you'd like to have a unique and static IP address assigned to *each* collection (or Data folder) that you wish to manage—including an additional IP for the Controller component itself.

Otherwise, you may choose to use a *single* IP address for your Controller and have every Data Station (i.e. Data folder or collection) **Share the Controller's IP Address**[1].

You can configure and add additional IP addresses to your existing (or secondary) ethernet controller using your operating system's standard network settings.

On Windows, these settings can be found under the Internet Protocol (TCP/IP) connection properties for your network connections. On Macintosh these settings can be located and configured from your Network system preferences.[2]

The Alexandria Controller *does not* need to be restarted in order to find IP addresses that were newly added using your operating system's network configurations.

Step 2. Insert the COMPanion CD-ROM and double-click on the **Controller** folder. The installers for your operating system will be located inside this folder. You can also visit COMPanion's website and download the latest Controller installer (`www.goalexandria.com`)[3].

Step 3. Run the Alexandria Controller installer by double-clicking on the **Installer.exe** executable (Windows) or the **Installer.dmg** disk image (Macintosh)[4]. To proceed with the installation of the Controller, follow the on-screen prompts and accept the terms of the COMPanion Corporation Electronic End User License Agreement.

Step 4. After completing the installation, close the installer application (if applicable) and launch the **Alexandria Controller** by double-clicking on the newly created desktop shortcut. Alternatively, you can open the Alexandria Controller's program folder (i.e. installation directory) and launch it from there.

On a Windows XP, Vista, Windows 7, or 2K8 machine the Alexandria Controller executable will be located (by default) at:

Hard Drive *(typically C:)* > **Program Files**[5] > **COMPanion Corporation** > **Alexandria Controller**

On Macintosh, the Alexandria Controller application package can be found at:

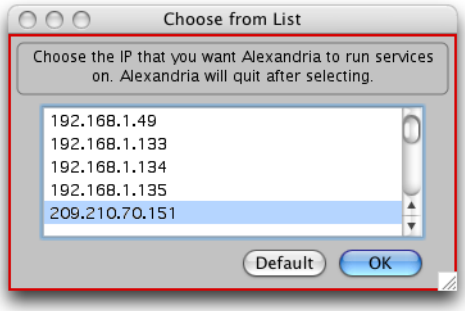
Macintosh HD > **Applications** > **COMPanion Corporation** > **Alexandria Controller**

Make sure that any other COMPanion software applications that may be running on this machine (e.g. Textbook Tracker, eLunchroom) are shut down before attempting to run the Alexandria Controller.

1.This can be changed at any time, including a later date, using the **Set Data Station's IP Address** selection from the **Controller** menu (see "Controller Menu" on page 17).
2.If you are inexperienced with TCP/IP protocols, please have your Information Systems Technician *(or Information Technician; IT for short)* set up multiple IP addresses—one for each data set. Otherwise, feel free to call COMPanion's Technical Support team at (800) 347-4942 or (801) 943-7277 or by email via: `support@companioncorp.com`.
3.COMPanion's Technical Support staff recommends that this file be saved to your operating system desktop.
4.These files will most commonly be called **Alexandria Controller Installer.exe** and **Alexandria Controller Installer.dmg**.
5.On 64-bit Vista or Windows 7, the directory will be **Program Files (x86)**.

Assigning the Controller an IP Address

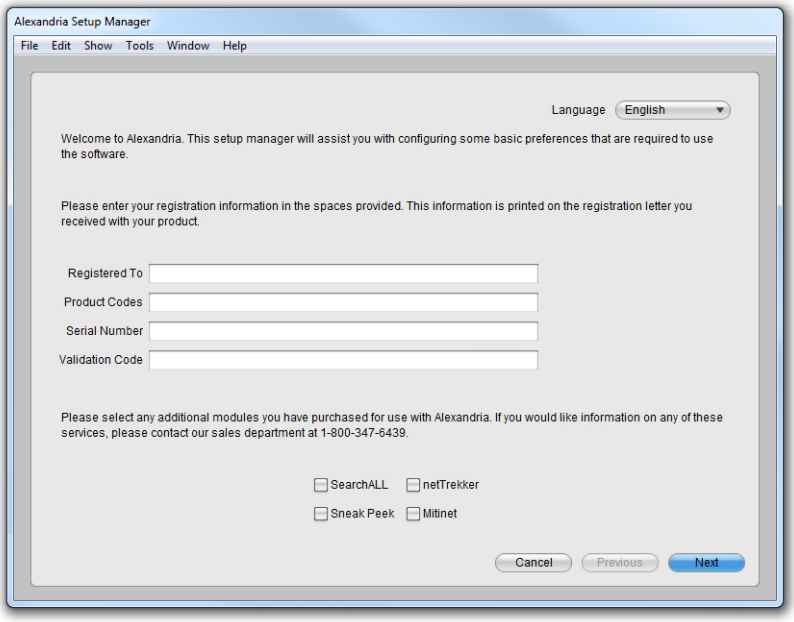
If you've decided to use multiple IPs, the first time you launch the Alexandria Controller, you will be asked to select which IP address you would like your Controller to permanently use.



Select the desired address from the **Choose from List** window and then click **OK**. If only one IP address is available, the Controller will automatically skip the **Choose from List** window.

Registering the Controller

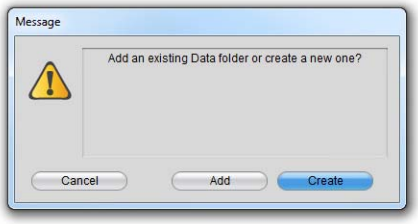
The first time that you launch the Alexandria Controller, a series of progress bars may appear at the bottom of the interface while the program rearranges some essential client resources and builds client applications. Please allow these processes to finish before proceeding. After these utilities have completed, the **Setup Manager** window appears. Proceed to register the Alexandria Controller using the information provided on the product registration letter that came with your program. Enter the **Registered To** name, **Product Codes**, **Serial Number** and **Validation Code** from your registration letter and click **OK** to continue through the **Setup Manager**.


Alexandria Setup Manager
File Edit Show Tools Window Help
Language English
Welcome to Alexandria. This setup manager will assist you with configuring some basic preferences that are required to use the software.
Please enter your registration information in the spaces provided. This information is printed on the registration letter you received with your product.
Registered To
Product Codes
Serial Number
Validation Code
Please select any additional modules you have purchased for use with Alexandria. If you would like information on any of these services, please contact our sales department at 1-800-347-6439.
SearchALL
netTrekker
Sneak Peek
Mitinet
Cancel
Previous
Next

After the successful entry of your registration codes, you will be presented with Alexandria Controller's user interface *(documented on page 11)*.

Adding or Creating Alexandria Data Stations

There are two methods available for importing an existing Alexandria Data folder into the Controller.



TECH NOTE:
The Controller creates a new "`.acf`" file in the **Client Applications** folder for each new Data Station you add.

When a Data Station's IP address is changed, its "`.acf`" files are recreated.

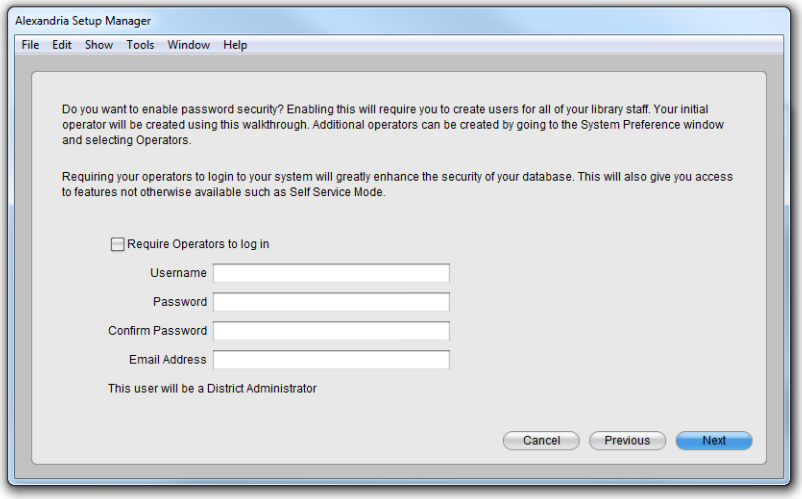
First, you may drag-and-drop an existing Data Station's **Data** folder onto the main Controller window; otherwise, you can click the **Add** button on the main Controller window. Clicking this button will give you the choice of adding an existing Data folder or creating a new one. If you choose to **Add** an existing Data folder, a standard operating system explorer (i.e. finder) window will appear, allowing you to guide the Controller to the directory folder containing your existing data collection.[1]

If you choose to **Create** a new Data folder set from scratch, you must be prepared to complete the required **Setup Manager** window registration information for the newly created Data Station. Attempting to add a Data set who's **Serial Number** already matches that of a Data Station managed by the Controller will cause a warning message to appear.

Adding Operators to the Data Station

If you choose to **Create** a new Data Station, pay close attention to the third page of the **Setup Manager** window (i.e. enable password security).

Providing a **Username** and **Password** will produce a District Administrator for your newly created Data Station; this is important considering that one of the *very* first things a District Administrator should do is remotely install the client workstations (i.e. Web Librarian or Librarian/Researcher Workstations) for their Data Station.

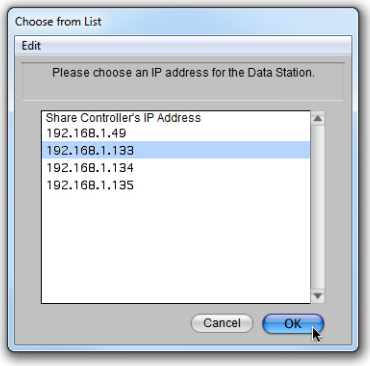

Alexandria Setup Manager
File Edit Show Tools Window Help
Do you want to enable password security? Enabling this will require you to create users for all of your library staff. Your initial operator will be created using this walkthrough. Additional operators can be created by going to the System Preference window and selecting Operators.
Requiring your operators to login to your system will greatly enhance the security of your database. This will also give you access to features not otherwise available such as Self Service Mode.
Require Operators to log in
Username
Password
Confirm Password
Email Address
This user will be a District Administrator
Cancel
Previous
Next

Once created, the District Administrator will be able to edit their Data Station's **System Preferences** via a Web Librarian or Librarian Workstation and access features not otherwise available; such as the ability to add more administrative-level operators.

1.The Alexandria Controller *will not* move an existing Data folder. Instead, a copy of the selected Data folder is made so that your original collection information is left untouched. The Alexandria Controller is able to work around set file permissions; the Controller can copy *any* application bundle, even when it's set to **Read only**.

Assigning the Data Station an IP Address

Unless you've decided to **Share the Controller's IP Address** (recommended), you will need to select a static IP address for every individual Data Station—just as you did for the Alexandria Controller—before the final importation/creation of new data can be implemented *(see page 5)*.



Select the desired address for the new Data Station from the **Choose from List** window and then click **OK**. Otherwise, click **Cancel** to return to the main Alexandria Controller interface window.

Now that you've added a new Data Station, the *first* thing you should do is **Edit** [that] **Data Station's System Preferences** via the Web Librarian or Librarian Workstation and add your administrative-level operators *(see "Adding Operators to the Data Station" on page 6)* so that they can remotely install client workstations; also, *if required*, you can change your Data Station's available web ports. Please refer to the *Alexandria v6 Getting Started Guide* or the *Alexandria Online Wiki*[1] for more information on creating operators and changing ports.

NOTE:

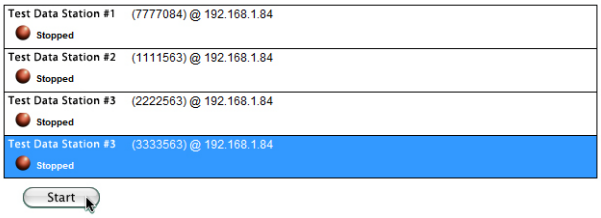
Once registered, the Alexandria Controller will automatically share its IP address with every newly added (or created) Data folder.

These can be changed independently at any time using the **Set Data Station's IP Address** menu selection and the **Choose from List** window.

1.http://www.companioncorp.com/mediawiki/index.php/Alexandria

Activating Alexandria Data Stations

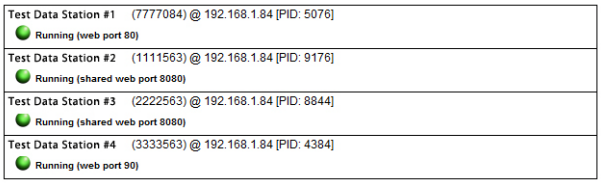
The Alexandria Controller has the ability to **Start** and **Stop** the individual Alexandria Data Stations that it manages. When you **Add** an existing or **Create** a new Data Station, they will initially appear as **Stopped** in the main Controller interface window.



From the list, select (highlight) the Data Station you would like to activate and click the **Start** button.

You are only allowed to activate *one* Data Station at a time However, if the Alexandria Controller is shut down and then restarted, all of the individual Data Stations will be automatically activated.[1] If, for some reason, one of your Data Stations fails to auto-start on launch, an "`unable to start`" error message will be recorded in the log.

Once a Data Station in your list has been activated, you should see a green-colored icon and the word **Running**, along with the web port that it's using, located under the name of the collection.


Test Data Station #1 (7777084) @ 192.168.1.84 [PID: 5076]
Running (web port 80)
Test Data Station #2 (1111563) @ 192.168.1.84 [PID: 9176]
Running (shared web port 8080)
Test Data Station #3 (2222563) @ 192.168.1.84 [PID: 8844]
Running (shared web port 8080)
Test Data Station #4 (3333563) @ 192.168.1.84 [PID: 4384]
Running (web port 90)

At this point, an activated Data Station is broadcasting—awaiting web connections on **Web Port 80** *(set as default)*, and ready to communicate with your Alexandria client workstations.[2]

- NOTE -

As previously stated, the *very first* thing you should do after adding and activating a new Data Station is to setup administrative-level operators *(see "Adding Operators to the Data Station" on page 6)* and edit their essential **System Preferences** using the Web Librarian or Librarian Workstation. Please refer to the *Alexandria v6 Getting Started Guide* or the *Alexandria Online Wiki*[a] for detailed preference information.

a.http://www.companioncorp.com/mediawiki/index.php/Alexandria

1.This can be overridden if you hold down the `<shift>` key while launching the Alexandria Controller.
2.The Alexandria Controller acquires root privileges before it launches each Data Station so that it can listen on restricted ports.

Installing Client Workstations

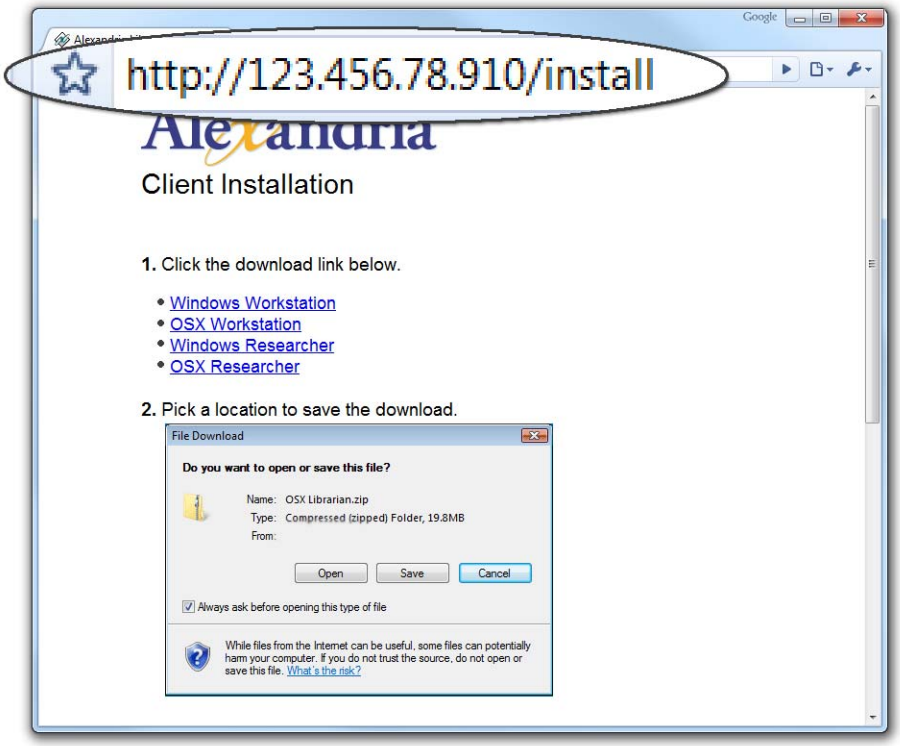
If an individual Data Station license supports multiple users, you can install Alexandria's Researcher and Librarian Workstations clients on other computers over the world wide web.

In order to install clients over the *world wide web*, make sure that you have an **Administration User Name** and **Password** set up in the **Operators** preferences of your selected Data Station.

Step 1. Make sure that the **Data Station** from which you'd like to install the client is **Running** (i.e. activated) in the Alexandria Controller management list.

Step 2. Determine which computer the client will be installed on. On that machine, open an internet web browser (e.g. an **Internet Explorer**, **Chrome**, **Firefox**, or **Safari**).

Step 3. In the browser **Address** field (located in the upper-left corner of the window), type the IP address of your Alexandria-Controlled **Data Station** followed by "`/install`" (for Windows users or those running Macintosh OSX) or "`/install_mac`[1]" (for those running Macintosh OS9+).


http://123.456.78.910/install
Alexandria
Client Installation
1. Click the download link below.
Windows Workstation
OSX Workstation
Windows Researcher
OSX Researcher
2. Pick a location to save the download.
File Download
Do you want to open or save this file?
Name: OSX Librarian.zip
Type: Compressed (zipped) Folder, 19.8MB
From:
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

1.If you don't have the correct **Java** applet installed on your computer (in this case, **Java Plug-in 1.3** or higher), you will be required to install it before you can download clients. Your browser should automatically detect whether you have the correct Java version installed. If it does not, follow the links and install instructions that the web page provides.

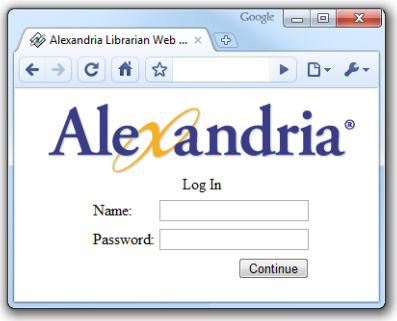
If your Java plug-in is up-to-date or you have just installed it, click the **Grant this session** button on the Java page to begin your **Web Install** session. Alexandria then allows you to download a **Librarian Workstation**.

If your browser is having problems running the Java applet, you can use the alternative "`/alt_install`" to download the pre-installed client application to your workstation.

If you are not sure which IP address your Data Station uses, it can be located to the right of the **Registered To** name and **Serial Number** in the Alexandria Controller management list.

If you have problems locating your IP address, please contact your network administrator for further assistance. If your network administrator is not available, feel free to contact the COMPanion Technical Support team.

Step 4. If you performed the latter step correctly, the **Controller Client Installation** page should appear, requiring that you input your **Login User Name** and **Password**. Your user name and password are the same found on the **Administration** preferences window of your Alexandria-Controlled **Data Station** (see note in margin).



Step 5. From the provided links, select the appropriate Librarian workstation to install: **Windows Librarian** or **OSX Librarian**.

Step 6. The client installer will be downloaded to your machine. After it has finished downloading, an **Alexandria Controller** folder will appear on your operating system desktop with the appropriate installation files inside (this folder can be moved anywhere on your machine, it's only installed on the desktop to make it easier to find).

Step 7. Double-click on the **Alexandria Controller** installer icon to begin installation.

Manual Installation of Client Workstations

Alternately, **Researcher** and **Librarian** workstations can be installed manually by moving a copy of the client application to a permanent location on the hard disk drive of the machine where it is meant to be installed. These client applications can be found in the **Alexandria Controller Support** folder.

On Macintosh OSX machines, this folder is located in the following directory:

Hard Drive > **Users** > **Shared** > **Library** > **Application Support** > **Alexandria Controller Support**

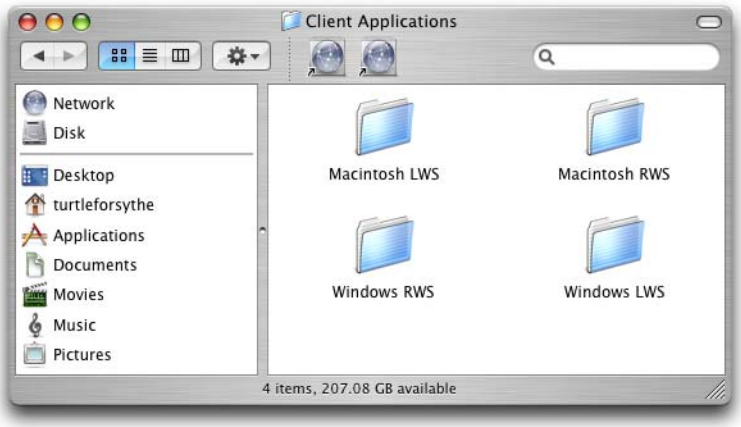
On a Windows XP machine, the shared application folder will be kept here:

Hard Drive *(typically C:)* > **Program Files** > **Alexandria Controller Support**

On a Windows 7 or Vista machine, the shared application folder should be kept here:

Hard Drive *(typically C:)* > **ProgramData** > **Alexandria Controller Support**

You can locate the **Librarian** and **Researcher** workstation installers in the **Client Applications** folder. Be sure to copy the *entire* folder for each client you wish to install.



- NOTE -

When a Data Station is running under the Alexandria Controller, be aware that you will need an **Administrator Username** and **Password** when installing or configuring new client workstations.

NOTE:

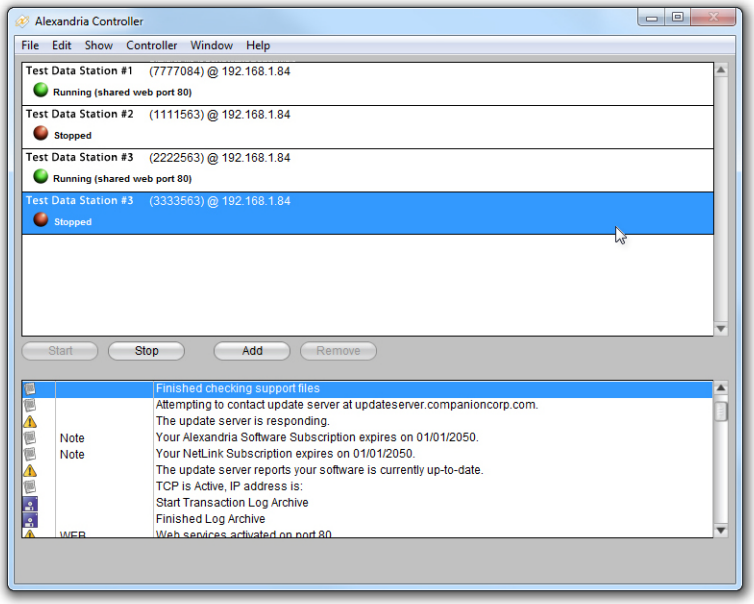
The very first thing you should have done after adding a new Data Station to the Controller is to edit the Data Station's **System Preferences** (see page 6) and add their own administrative-level operators.

Please refer to the *Alexandria v6 Getting Started Guide* or the *Alexandria Online Wiki* for more information on creating operators.

The Alexandria Controller Interface

Now that you've added all of your managed Data Stations and installed all of your client workstations, the Alexandria Controller is fully operational and ready to go!

Now, let's delve a little deeper into some of the more technical details of the Controller and its interface.


Alexandria Controller
File Edit Show Controller Window Help
Test Data Station #1 (7777084) @ 192.168.1.84
Running (shared web port 80)
Test Data Station #2 (1111563) @ 192.168.1.84
Stopped
Test Data Station #3 (2222563) @ 192.168.1.84
Running (shared web port 80)
Test Data Station #3 (3333563) @ 192.168.1.84
Stopped
Start
Stop
Add
Remove
Finished checking support files
Attempting to contact update server at updateserver.companioncorp.com.
The update server is responding.
Note Your Alexandria Software Subscription expires on 01/01/2050.
Note Your NetLink Subscription expires on 01/01/2050.
The update server reports your software is currently up-to-date.
TCP is Active, IP address is:
Start Transaction Log Archive
Finished Log Archive
WEB Web services activated on port 80

The main Controller interface window is easily broken down into two distinct sections.

The top half of the main Controller window contains your list of managed Data Stations. This list contains information about which Data Stations are active or stopped, their names, serial numbers, IP address, and port numbers.

The list of managed Data Stations can be rearranged and reordered by selecting (highlighting) the desired Data Station and dragging it above or below other existing Data Stations.

You may right-click (Windows) or <ctrl>-click (Macintosh) on any Data Station in this list to open the **Controller** menu *(see "Controller Menu" on page 17 for more information)*. The **Controller** menu allows you to **Add** or **Remove** a Data Station, assign an IP address, assign a time zone, or perform a rebuild on a Data folder.

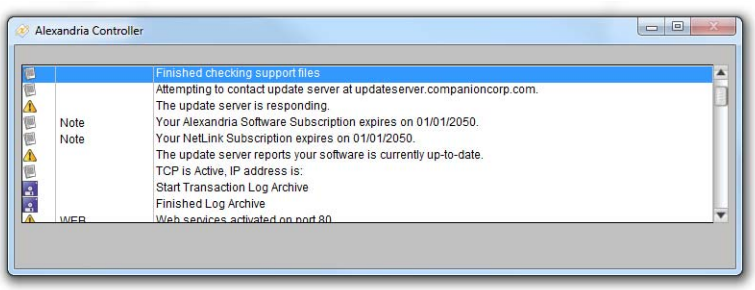
If you select (highlight) a specific Data Station from the list, it will turn blue—allowing you to use the **Start** button to activate the Data Station (if it is stopped) or use the **Stop** button to deactivate a Data Station (if it is running).

You may also click on the **Add** button, causing a message window to appear. You will be given a choice to **Add** a new Data folder or **Create** a new one. If you wish to do neither, click **Cancel**.

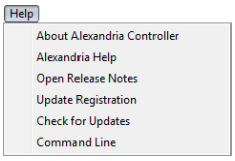
For more information on importing or creating new Data Stations, please review "Adding or Creating Alexandria Data Stations" on page 6.

The Controller Log

The bottom half of the main interface window contains the controller log. The controller log captures and stores all pertinent Controller information, including when each Data Station is stopped or started, and any special operations (e.g. archive or rebuild) that have been performed.


Alexandria Controller
Finished checking support files
Attempting to contact update server at updateserver.companioncorp.com.
The update server is responding.
Note
Your Alexandria Software Subscription expires on 01/01/2050.
Note
Your NetLink Subscription expires on 01/01/2050.
The update server reports your software is currently up-to-date.
TCP is Active, IP address is:
Start Transaction Log Archive
Finished Log Archive
WEB
Web services activated on port 80

While in this section, you may select **Print** from the **File** menu to print the log. The controller log is automatically saved by the Controller. Logs are saved inside the **Log** folder, located in the **Alexandria Controller Support** program directory.



Alexandria Controller Menus

This section describes the main system menus and basic operational rules used in the Controller.

Controller menus follow operating system standards for Macintosh and Windows. For example, the **File** and **Edit** menus in the Controller are very similar to the **File** and **Edit** menus in other applications. Additional menus have purposes specifically related to Data Station management.

The Controller looks and operates almost exactly the same on both Macintosh and Windows. However, these operating systems *are* different, therefore, there are some minor variations between environments. For example, on the Macintosh you press the <Cmnd> key for menu shortcuts and in Windows you select the <Ctrl> key. Windows and Macintosh have different controls for minimizing, closing, and resizing windows. In order to keep our documentation as clear as possible, this guide will generally discuss actions rather than operating system-specific commands or controls.

Alexandria Controller Wiki Help

Almost every window in the Controller will have a special, round **Wiki Help** button; clicking this button opens your default web browser to the related on-line **Wiki Help** file. These "help" windows contain information directly related to the window you are using and explain, in detail, how to use them.

Help Menu

On Macintosh, there is an **Alexandria Controller** system drop-down menu that contains the **About Alexandria Controller**. There is also a **Help** menu that contains the **Alexandria Controller Help**, **Open Release Notes**, **Update Registration**, and **Check for Updates** selections.

On Windows, all these selections are located under the **Help** menu.

About Alexandria Controller—Shows copyright and version information.

Alexandria Controller Help—This button opens your default web browser to the main index page of the Controller's on-line **Wiki Help**.

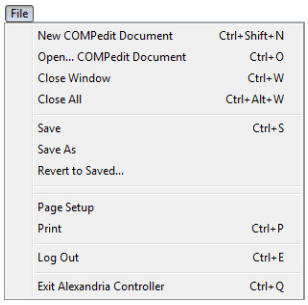
Open Release Notes—If the Controller's release notes are available, this selection displays them. If available, this document is located in your **Alexandria Controller folder** with the name **Alexandria Controller Release Notes.txt**.

Update Registration—This will open the Controller's **Registration** window, allowing you to update your registration information. The Controller will require a restart once your registration information has been updated.

Check for Updates—This selection will check for any available Controller updates. If there are any available, they will be presented and you will have the option of choosing which you would like installed. You should archive your data before performing any update; we recommend that you **Read** the release notes thoroughly beforehand to ensure that your hardware meets the minimum system requirements and so that you are aware of any major software enhancements.

Command Line—This selection opens the **Command Line** window, allowing operators, guided by COMPanion's Technical Support team, to enter Controller-specific commands.

File Menu



The Alexandria Controller **File** menu provides the following selections.

New COMPedit Document (Cmnd/Ctrl+Shift+N)—Opens a new COMPedit document; COMPedit is the Controller's integrated word processor.

Open... COMPedit Document (Cmnd/Ctrl+O)—Opens the standard operating system explorer window used to locate files. When you select a document from this window, the Controller will open it (if it is able). Use this command to open COMPedit documents, *.TXT* documents, MARC documents, MicroLIF documents and other files for viewing.

Close Window—Closes the topmost Controller window.

Close All—Closes all Controller windows except for the main **Alexandria Controller** window.

Save (Cmnd/Ctrl+S)—Saves the contents of the topmost Controller window.

Save As—Allows you to save *.VWP* documents to specific locations on your hard drive.

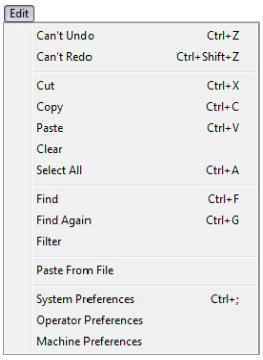
Revert to Saved...—Changes made to the current record are discarded and the original record is displayed in the window.

Page Setup—Operating system standard function that sets the page up for printing.

Print (Cmnd/Ctrl+P)—Prints the information contained in the window with focus (topmost window). For example, if the **Alexandria Controller** window has focus, then the controller log is printed.

Log Out (Cmnd/Ctrl+E)—This command closes the **Alexandria Controller** window and disallows anyone without proper authorization to access the Controller. Instead, an **Alexandria Controller Login** window appears, awaiting a correct **User Name** and **Password**. If a high-level user steps away from the computer and doesn't want to quit or restart the Controller, the **Log Out** function provides this security. The **Require Operators to Log in** box in **Operators System Preferences** (see *page 25) must* be checked for this option to work.

Quit/Exit Alexandria Controller (Cmnd/Ctrl+Q)—Quits the Controller program.



Edit Menu

This menu includes standard editing functions. You can cut, copy and paste text, clear a field, select all text, and paste from a file. Information about commands which are specific to Alexandria Controller are included below.

Undo (Cmnd/Ctrl+Z)—This command only undoes typing or cut-and-paste operations in individual fields or in the word processor. It does *not* undo operations from other menus, commands and controls.

Redo (Cmnd/Ctrl+Shift+Z)—An undo for the undo.

Cut, Copy and Paste—You can cut, copy, and paste text from certain fields to others within the Controller. **Clear—**Clears the selected text or selected list elements.

Select All (Cmnd/Ctrl+A)—Selects all the text in the current edit field, current word processor document, or list.

Find (Cmnd/Ctrl+F)—This selection opens the **Find** window. Dependent upon which window has focus, **Find** can be used to locate text in a word processing file.

Find Again (Cmnd/Ctrl+G)—Finds the next matching data in the word processor.

Filter—Opens the **Filter** window which allows you to locate specific information in a COMPedit document.

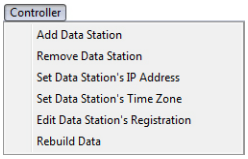
Paste From File—Allows the user to paste information from a file.

System Preferences (Cmnd/Ctrl+;)—This selection opens the **System Preferences** window, which is used to customize the Controller to suit your needs *(see "Alexandria Controller System Preferences" on page 19)*.

User Preferences (Cmnd/Ctrl+Alt+;)—This selection opens the **User Preferences** window, a way of setting "local" preferences, tied to a specific operator.

Machine Preferences—This selection opens the **Machine Preferences** window, where settings apply to just one computer.

Controller Menu



This menu only appears when the main Alexandria Controller interface window has focus. You can also right-click (Windows) or <ctrl>-click (Macintosh) anywhere on the Controller interface window to force this menu to appear.

Add Data Station—This selection does the same thing as clicking the **Add** button on the Controller's main interface window *(see "Adding or Creating Alexandria Data Stations" on page 6)*.

Remove Data Station—This selection does the same thing as clicking the **Remove** button on the Controller's main interface window. If you have a Data Station selected (highlighted) in the management list, this selection will become available.[1] Use caution; once you've removed a Data Station from the Alexandria Controller, it *can not* be restored.

Set Data Station's IP Address—If you created a new Data Station but had no IP addresses available during its inception, the Data Station will still be added to the Controller list. However, it will share the Controller's IP address until you've supplied it with its own IP address.

If you've decided to set up additional IP addresses using your operating system's network configuration tools, you can use this selection to assign the highlighted (selected) Data Station one of the newly created IP address *(see "Adding or Creating Alexandria Data Stations" on page 6)*.

After the Data Station has been assigned an IP address, it is immediately activated.

Set Data Station's Time Zone—The ability to control remote collections from around the world using a single IP address requires precise time zone settings. For example, if your Controller runs under pacific daylight time (PDE) and you're hosting a Data Station on the east coast (EST), setting the correct time zones for this client will ensure that transactions and other time stamps are recorded to the database at the time they occurred for the Data Station, *not* for the Controller.

Edit Data Station's Registration—This will open the Data Station's **Setup Manager** window, allowing you to update your registration information. The Alexandria Controller will require a restart once your registration information has been updated.[2]

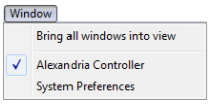
Rebuild Data—This selection will rebuild the data files and indexes of the selected (highlighted) Data Station. This can only be selected if the Data Station is currently running.

> **- NOTE -**
>
> Some of the selections in the **Controller** menu (e.g. **Remove Data Station** or **Set Data Station's IP Address**) will appear grayed-out and disabled until you have **Stopped** the selected Data Station from running.

1.The **Remove Data Station** selection is disabled until the selected Data Station you wish to remove has been **Stopped**.
2.This menu selection will only become available after you've **Stopped** the selected Data Station from running.

Show Menu

Use this menu to move between various Controller modules (if available).



Window Menu

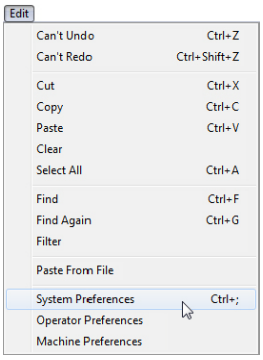
As you open new windows in the Alexandria Controller, the **Window** menu will contain a list of all currently active windows. The example **Window** menu in the margin shows that the **Alexandria Controller** window is open and active and the **System Preferences** window is also open.

To choose a window, select it from this menu. The window you select gets focus and becomes the active window.

If you select **Bring all windows into view**, all minimized windows will appear, with focus placed on the Controller's main interface window.

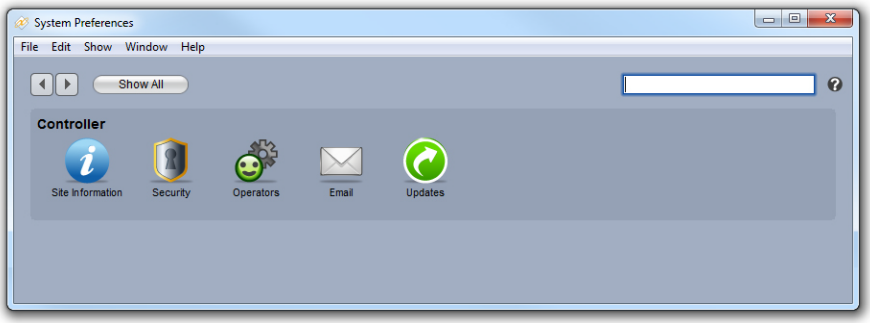
When you close a window, it is removed from this menu.

Alexandria Controller System Preferences



Although you're required to make changes to the individual Data Station system preferences that your Alexandria Controller manages—the actual Controller *also* contains some system preferences of its own. However, these preferences are limited to just a few panes containing globally-based settings.

The Alexandria Controller's **System Preferences** are used to customize security settings, email information, scheduled events, web settings, and updates.



To set up or change Controller preferences, you must first open the **System Preferences** window using the **Edit** menu. You may also use the "`Ctrl+;`" (Windows) or "`Cmnd+;`" (Macintosh) shortcut command.

The Controller's **System Preferences** are contained in easily-identifiable categories. Once the **System Preferences** window appears, click on the corresponding icon(s) to view the available preference settings.

The sections that follow will describe, in detail, each preference window and then demonstrate how to use them.

Site Information—Use this preference to configure general information about your Controller and to set pre-determined scheduled events throughout the week *(see "Site Information System Preferences" on page 20)*.

Security—This preference is used to assign access levels for operators. An operator's access level determines what actions they are allowed to perform *(see "Security System Preferences" on page 24)*.

Operators—Use this preference to set up users and access levels; activate passwords *(see "Operators System Preferences" on page 25)*.

Email—This preference determines whether the Controller should use a built-in or external mail service *(see "Email System Preferences" on page 29)*.

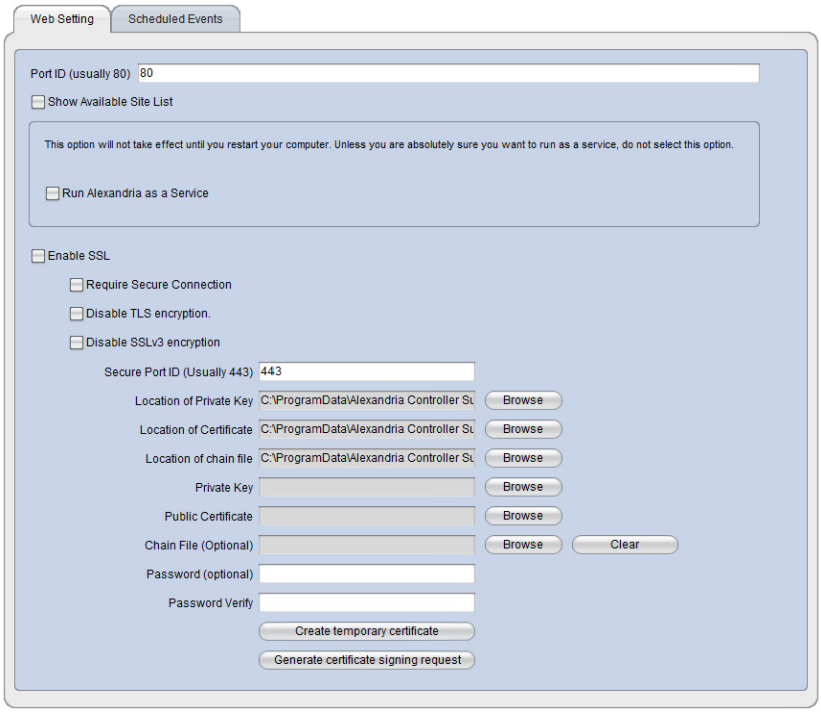
Updates—Use this preference to automatically or manually check for Controller updates *(see "Updates System Preferences" on page 32)*.

Site Information System Preferences

- Go to **Edit** on the main menu bar and select **System Preferences (Cmnd/Ctrl+L)**.
- Click on the **Site Information** icon in the **System Preferences** window.

Web Settings tab

Next, configure your **Web Settings** tab as desired.



Port ID (usually 80)—Sets the port number used for web interface (this is usually 80).

Show Available Site List—If no serial number is specified the first time a web client connects, you can opt to show the operator a list of available site links or, for security purposes, you can show the user an error indicating that no such page exists.

Run Alexandria Controller as a Service—This option automatically launches the Controller and runs it in the background every time your computer is started. Operators will be unable to access program menus or make while the Controller is running as a service. You will need to deactivate the service and then re-launch the Controller in order to access the user interface. Running the Controller as a service does not take effect until you restart your computer. Unless you are *absolutely sure* you want the Controller to run as a service, *do not* select this option.

The Alexandria Controller supports secure web communications. When SSL (**S**ecure **S**ockets **L**ayer) communications are enabled, then the Controller will *only* accept communications from the secure web port.

All the Data Stations managed by the Controller *must* have a common domain name, although they can all have unique sub-domains—this way, a District Administrator can purchase a universal (i.e. wildcard) certificate for the Controller; all domain (and sub-domain) names are covered by a single certificate, valid for accessing any of the managed Data Stations.

Enable SSL—Enable a secure web connection.

Require Secure Connection—Disable the non-secure web service.

Disable TLS encryption—This is not recommended unless necessary.

Disable SSLv3 encryption—This is not recommended unless necessary.

Secure Port ID (Usually 443)—Enter the port number used for the secure web interface. The default is 443.

Location of Private Key—This is the location on the server where the private key resides. Only certificates in PEM format are recognized.

Location of Certificate—This is the location on the server where the public certificate resides. Only certificates in PEM format are recognized.

Location of chain file—This is the location on the server where the private key resides. Only certificates in PEM format are recognized.

Private Key—Browse to the private key and copy to the server private key location. Only certificates in PEM format are recognized.

Public Certificate—Browse to the public certificate and copy to the server public certificate location. Only certificates in PEM format are recognized.

Chain File (optional)—Browse to the chain file if you have one. Only certificates in PEM format are recognized.

Password (optional)—If the private key requires a password, enter it in this field.

Password Verify—Verify the private key password.

Create temporary certificate—If clicked, then a private key and public certificate will be created and saved in the locations specified above. They will be created with default information and will expire in 31 days.

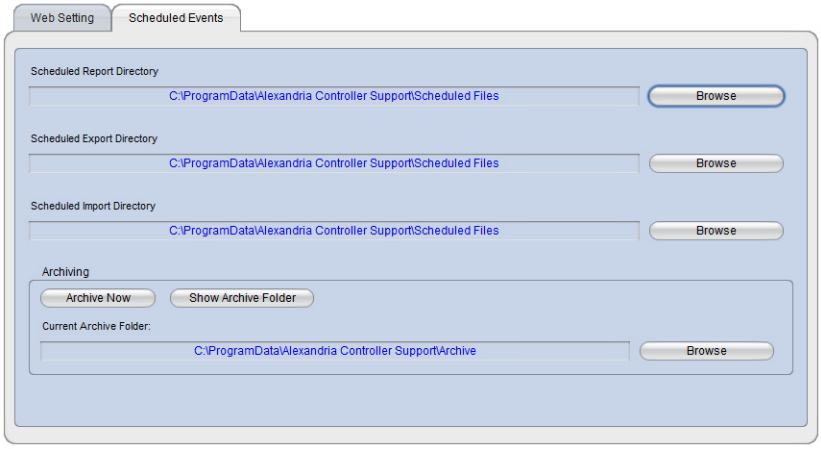
Generate certificate signing request—If clicked, then a request for a certificate will be created. This request can be sent to a certificate authority.

- NOTE -

The **PEM** format (**P**rivacy **E**nhanced **M**ail), an early standard for securing electronic email; the PEM format is not wildly adopted as an internet mail standard.

Scheduled Events tab

The **Scheduled Events** tab allows you to change the locations where the scheduled events (i.e. reports, exports, imports, and archives) for your Data Station(s) are stored—this is not suggested. The **Scheduled Events** tab also allows you to instantly archive all of your hosted Data Stations.



By default, an archive keeps *five* backups inside the **Archive** folder, which is typically located in your shared **Alexandria Controller Support** folder. Clicking on the **Show Archive Folder** link will open the directory where all your archived data is stored.

- NOTE -

When you have multiple Data Stations, your archives are kept in folders within the **Archive** directory differentiated by your Data Station's serial numbers. Within those directories, archives are kept in folders that are date and time stamped, followed by the serial number (e.g. **Archive 20150515 0800 7777084**).

Archiving Your Data

Your Alexandria v6 Data Station(s) have an archiving utility[1] that can be configured to make complete, regular copies of your valuable Alexandria **Data** and store them in a folder on your Controller's hard drive.

The major difference between a backup and an archive is that backups are made on removable media that can be physically stored away from the library. Archiving provides a quick and automatic method of saving your databases before you perform large changes (e.g. importing, updates, utilities, or machine upgrades).

How Archiving Works on the Controller

The functionality of the **Archive Now** button is shared between the Controller and its hosted Data Stations and keeps five *manual* archives. When a sixth *manual* archive is requested, the Controller will first create a new data archive before removing the oldest archive in the **Archive** folder.

In other words, every time you click the **Archive Now** button (in the **Scheduled Events** tab) or have the **Archive First** checkbox marked during import or rebuild, the Controller will perform a *manual* archive. However, if the **Archives To Keep** preference is set higher than 5 on the Data Station, then the **Archive Now**[1] and **Archive First** selections will be restricted to that **Archives To Keep** value.

The Alexandria Controller will perform an automatic archive based on the value specified in the Data Station's **Archives To Keep** drop-down menu. Therefore, if the Controller's **Archive** folder contains more archives than the Data Station's **Archives To Keep** preference states, Alexandria Controller will remove all of the surplus archives (oldest archives first) after it creates a new *automatic* archive.

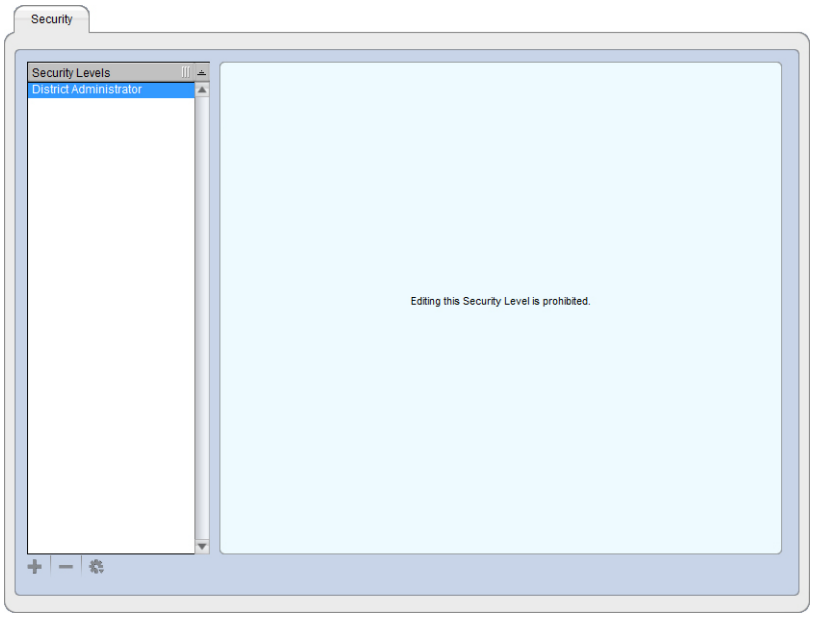
Let's say that the **Archives to Keep** preference is set to `10` and Alexandria Controller has already created five *automatic* archives in the **Archive** folder, you will be able to add five additional *manual* archives to the folder.

1.Settings must be configured in both the **Library Information System Preferences** (**Scheduled Events** tab) and the **Database Utilities** of each of your Data Stations.

Security System Preferences

Unlike Alexandria v6, the Controller doesn't allow operators to modify existing or create custom security levels; you aren't even allowed to manipulate a list of permissions or remove a security level from the Controller.

The Alexandria Controller comes standard with one default security level and one alone: the **District Administrator**. **District Administrator** is the least restrictive and allows unlimited access to every control, settings, and preference within the Controller, including the ability to examine and change registered operators. The **District Administrator** security level can not be removed or modified.



To reiterate, the **District Administrator**-level access is the *only* security level allowed on the Controller, is always the default when launched (with full administrative privileges), and is the only one that allows you create new Alexandria Controller operators.

The first operator established on the Controller is the **District Administrator**. Once established, this operator cannot be deleted until another person is entered as a **District Administrator**. Do not forget to create a password and login for this operator since it must be used to examine, edit, add or delete registered operators.

If the **Require Operator Login** box is checked *(see ""Activating Security" on page 128 for more information)*, you may select **Restart** or **Log Out** from the **File** menu to access Alexandria Controller as a different **District Administrator**-level operator.

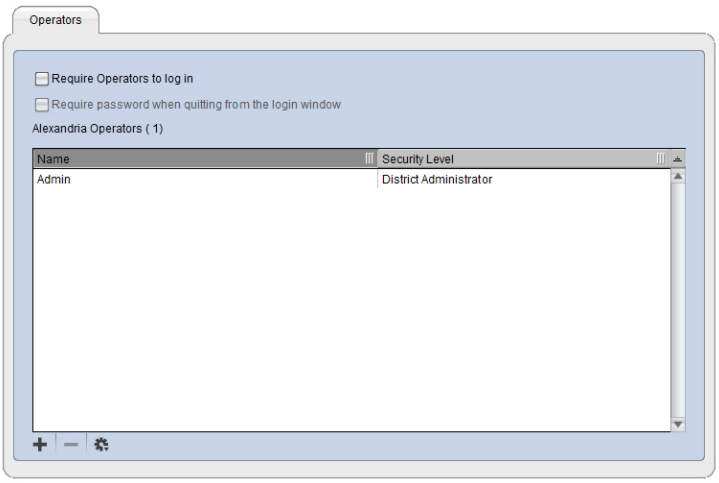
Basically, the **Security** preference exists only to show you that the **District Administrator** access level is available for operators.

Operators System Preferences

The **Operators** tab contains a list of users that have been created and assigned the **District Administrator** security level.

Operators tab

The **Operators** tab allows you to setup and create any number of Controller operators, each with the **District Administrator** security level. Although you can have operators with duplicate security levels, you *can not* have duplicate operator names.

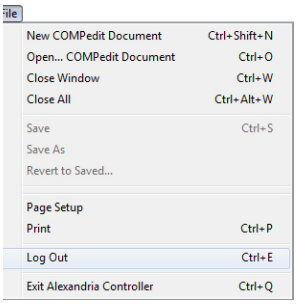


This window contains a large **Controller Operators** field, which is basically a list that contains the **Name** and **Security Level** (i.e. **District Administrator**) of your existing Alexandria Controller operators; you may select (highlight) any of the operators contained within this field in order to edit their information or remove them completely.

At the top of the tab there is a box to check for **Require Operator Login** if you wish to enable security. It is highly recommended that passwords and security be used. The default setting is passwords/security turned off.

If you also want to require a password when quitting from the **Login** window, check the **Require password when quitting from the login window** box.

This preference tab also contains the **Add Operator** ("**+**"), **Remove Operator** ("**—**"), and **Actions** buttons (located at the bottom-left corner of the window); these buttons allow you to create, remove, and edit Alexandria Controller operators.

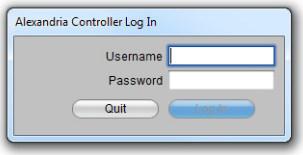


Activating Security

Check the **Require Operators to Log in** box on the **Operators** tab to activate the Controller's **Log In** security. When this box is checked, the Controller will require a username and optional password[1] every time that the program is launched; also, when this box is checked, the Controller will force you to create a **District Administrator**-level operator that may be edited, but never removed.

Use the **Require Password When Quitting From the Login Window** checkbox to force operators to provide an acceptable password when attempting to **Quit** from the **Log In** window.

The username that you enter during log in will be recorded to the **Controller log** as well as any failed login attempts.



NOTE:
Usernames and passwords are *not* case sensitive.

Accessing the Controller as a Different Operator

There are times when you will need to access the Controller as a operator other than the one who is currently logged into the program.

Here's how to access the Controller as an entirely different operator (or immediately activate the **Alexandria Controller Log In** security window):

Step 1. Make sure that the **Require Operators to Log in** checkbox is marked in the **Operators** preference window.

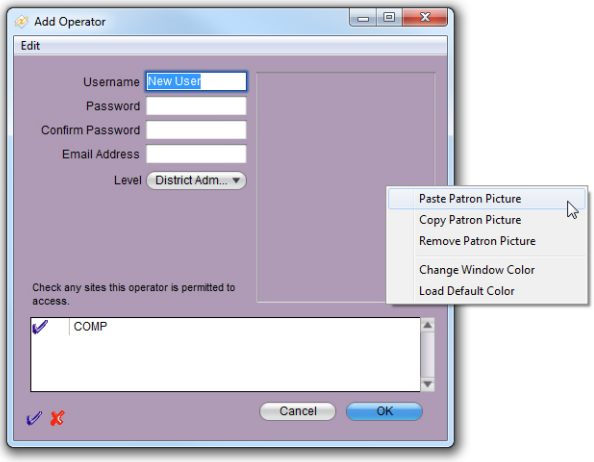
Step 2. Choose **Restart** or **Log Out**[2] from the **File** menu.

Step 3. When the **Alexandria Controller Log In** window appears, enter the appropriate **Username** and optional **Password** and click **Log In** (or **OK**) to access the Controller as an entirely new operator.

1.If a password was not supplied when creating a new operator in the **Add Operator** window *(page 27)*, then this field will not be required.
2.Some security levels require the proper permissions to perform a **Restart**.

Adding Operators

Click the **Add Operator** button (the "**+**" icon), or use <Cmnd+N> (Macintosh) or <Ctrl+N> (Windows), to add a new operator to the Alexandria Controller. The **Add Operator** window will appear, requesting that you provide specific new operator information.



Enter the username[1], a password[2], confirmation password, email address, and then check all the sites that they are permitted to access—the *only* meaningful security **Level** available for operators of the Alexandria Controller is **District Administrator** and you are unable to change this. Once you have created a **District Administrator**, you can add other new operators also with **District Administrator**-level access.

If you would like to add an operator's picture at this time, you can import a GIF, BMP, PIC, JPG (or any other standard image file); here are some ways that you can do this:

Drag and drop—Drag the graphic from the desktop or program onto the **Add Operator** window in Alexandria Controller. As you drag the picture, a box outline shows where the picture is to be placed to help you align it properly.

Paste and Copy Operator Picture[3]**—**Select a graphic and copy it to your operating system clipboard (this is usually done with commands such as **Select All**, **Copy**, and **Cut** under the **Edit** menu in the program). Go back to your Alexandria Controller **Add Operator** window and choose **Paste Patron Picture** by right-clicking (or <ctrl>-clicking using a one-button mouse) in the patron picture field. The picture should now appear in the area located to the right of information fields.

When you click the **OK** button, the new operator **Name** and **District Administrator Security Level** will appear in the **Alexandria Controller Operators** field of the **Operators** tab.

1.If you choose a username that is already in use, Alexandria Controller will ask you to choose another.
2.Passwords are *not* case sensitive. Upper and lowercase characters match. Although you may leave the Password field blank (meaning that an operator requires no password upon Log In), it is *strongly* recommended that this is *not* done.
3.Windows operators are required to have Apple's QuickTime installed to view some picture formats.

Removing Operators

To remove an Alexandria Controller operator, select (highlight) the operator **Name** from the **Alexandria Controller Operators** field and click the **Remove Operator** button (the "**—**" icon); when asked if you wish to delete the operator, choose **Yes**. You will be unable to remove the last **District Administrator** remaining in the **Alexandria Controller Operators** field; you must always have at least *one* **District Administrator**-level operator.

Edit Operators

You may edit the username, password, and email address of any existing Alexandria Controller operator. To edit an existing operator's information, double-click on an operator's name in the **Alexandria Controller Operators** field. Alternately, you may select (highlight) the operator's name from the **Alexandria Controller Operators** field and select **Edit Operator** from the **Actions** menu (i.e. the "gear" or "cog" icon located at the bottom left-hand side of the window). Doing this opens the **Edit Operator** window (similar to the **Add Operator** window described on page 27); using this window, you may change any of the operator information fields. You will be unable to change or remove the **District Administrator** security level unless you have an additional **District Administrator**.

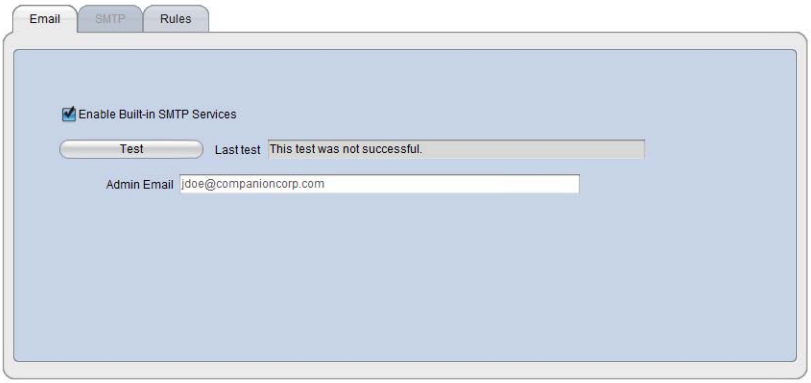
Email System Preferences

- Go to **Edit** on the menu bar and select **System Preferences (Cmnd/Ctrl+L)**.
- Click on the **Email** icon in the **Controller** section of the **System Preferences** window.

Email tab

Use the **Email** tab to determine whether the Controller should use a built-in or external mail service.

To successfully use built-in or external SMTP, you must provide a valid **Admin Email** or **Email Address** for one of your **District Administrators** *(see "Operators System Preferences" on page 25)*.



Enable Built-in SMTP Services—Check this box if you *do not* require an external SMTP server to be configured. Checking this box will make the **SMTP** tab inaccessible.

Test Server—Test the Controller's SMTP settings by sending a test email.

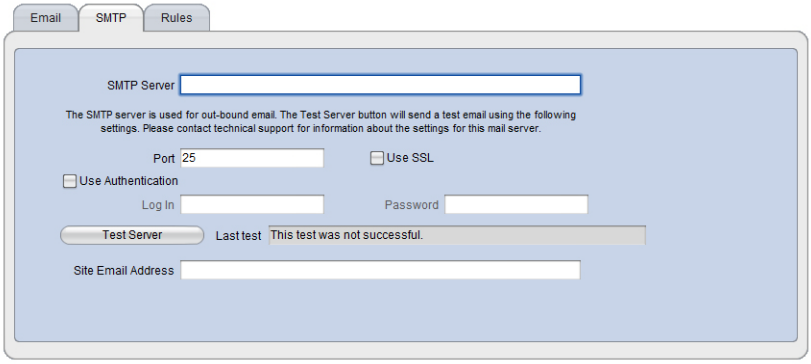
Last Test—This field displays the last date/time that the test was performed and whether it was successful or not.

Administrator Address—Provide the email address of your **District Administrator** here.

SMTP tab

Use the **SMTP** tab to configure how the Controller communicates with your mail server. The **SMTP** tab will *only* appear if you *don't* have the **Enable Built-in SMTP Services** box checked in the **Email** tab.

Supply your **SMTP Server** information, **Port**, and, if **Use Authentication** is needed, check that box and provide your **Log In** and **Password**. Also check **Use SSL** if needed.


Email
SMTP
Rules
SMTP Server
The SMTP server is used for out-bound email. The Test Server button will send a test email using the following settings. Please contact technical support for information about the settings for this mail server.
Port 25
Use SSL
Use Authentication
Log In
Password
Test Server
Last test
This test was not successful.
Site Email Address

The **SMTP Server** and **SMTP Server 2** sections are used for out-bound email. The **Test Server** button will send a test email using your provided SMTP settings. Please contact COMPanion's Technical Support if you have additional questions about setting up your mail server.

SMTP Server 1 and **2**—This is the TCP/IP or DNS address of your mail server. Typically, this will be "`mail.`" followed by your domain name. You must enter a valid **SMTP Server** address to use email services.

Port—Supply the port number that your email server uses.

Use SSL—Check this box to use **S**ecure **S**ockets **L**ayer security protocols.

Use Authentication—Check this box to use authentication with this SMTP server. Checking this box will make the **Log In** and **Password** fields editable.

Log In—Enter the login (user identification) for the email server.

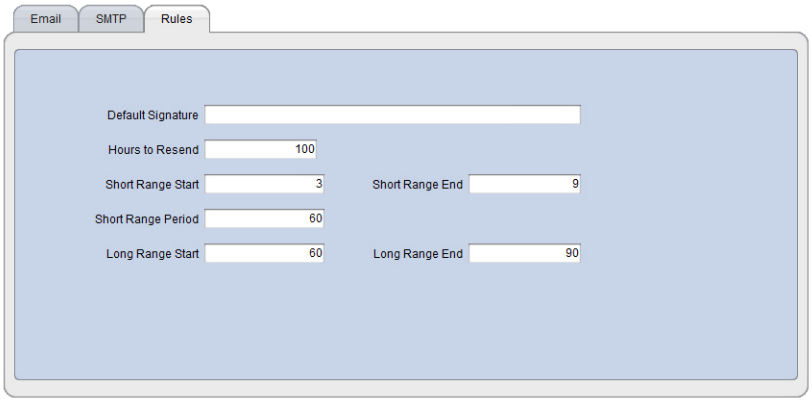
Password—Enter the password for the email server.

Test Server—Test the **SMTP Server** settings by sending a test email.

Last Test—This field displays the last date/time that the server test was performed and whether the test was successful or not.

Administrator Address—Provide the email address of your **District Administrator** here.

Rules tab



Default Signature—This is the default email signature that will be appended to the end of every outgoing email (e.g. `Robert E. Creely, District Administrator`).

Hours to Resend—Type the number of hours (since the email was created) before giving up the resend attempts for it. By RFC 1123, this is a minimum of 96 hours (4 days).

Short Range Start—Type the number of minutes used for the start of the short random throttle range. The default for the short range is (3-9), which means the service will wait a random 3-9 minutes between each attempt to resend an email.

Short Range End—Type the number of minutes used for the end of the short random throttle range. The default for the short range is (3-9), which means the service will wait a random 3-9 minutes between each attempt to resend an email.

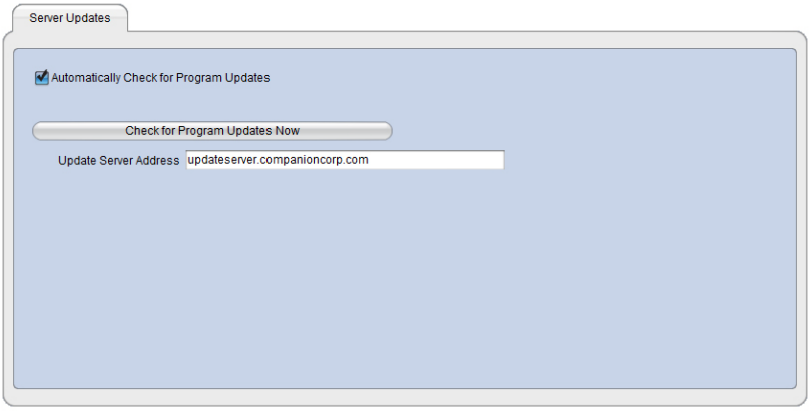
Short Range Period—Type the number of minutes (since the email was created) before moving from the short range for the randomizing throttle to the long range.

Long Range Start—Type the number of minutes used for the start of the long random throttle range. The default for the long range is (60-90), which means the service will wait a random 60-90 minutes between each attempt to resend an email.

Long Range End—Type the number of minutes used for the end of the long random throttle range. The default for the long range is (60-90), which means the service will wait a random 60-90 minutes between each attempt to resend an email.

Updates System Preferences

The Alexandria Controller can download important updates to your software and update automatically over the World Wide Web.



Automatically Check for Program Updates—If this box is checked, the Controller will automatically check for product updates on start-up. If newer versions of the program are available, an entry will be placed in the log. You can also download updates via the **Check for Updates** utility.

Check for Program Updates Now—Clicking this button will immediately check for available Alexandria Controller updates from the update server. If they are available, they will be presented and you will have the option of selecting which you would like installed. You should **Archive** your Data Stations before performing an update; we recommend that you read the release notes thoroughly beforehand to ensure that your hardware meets the minimum system requirements and so that you are aware of any major software changes that were made. For more information, please refer to *"Performing Software Updates"* below.

Update Server Address—This is the IP address of the COMPanion Update Server (usually `updateserver.companioncorp.com:80`). Normally, this will only be changed if you are behind a firewall. The **Reset** button will revert to the default update server address. Changes will not take effect until the next time that the Controller is restarted.

Performing Software Updates

NOTE:
Make sure to read the Read-Me file thoroughly for important information regarding the update.

If an update is available, a description of the update is shown under the selection. From there, you can choose to update the Alexandria Controller or wait for a future date.

If you are sure you want to update to the newest version of the Controller, click the **Update** button.

You can also download the newest COMPanion and Alexandria Controller software updates from the official website (`www.companioncorp.com`). Just follow the **Products** and **Software Updates** hyperlinks. You must enter your Alexandria Controller registration name, email address, school/company and serial code in order to proceed with the download; these can be found on the registration letter you received when you purchased the Controller or when you renewed your support contract.

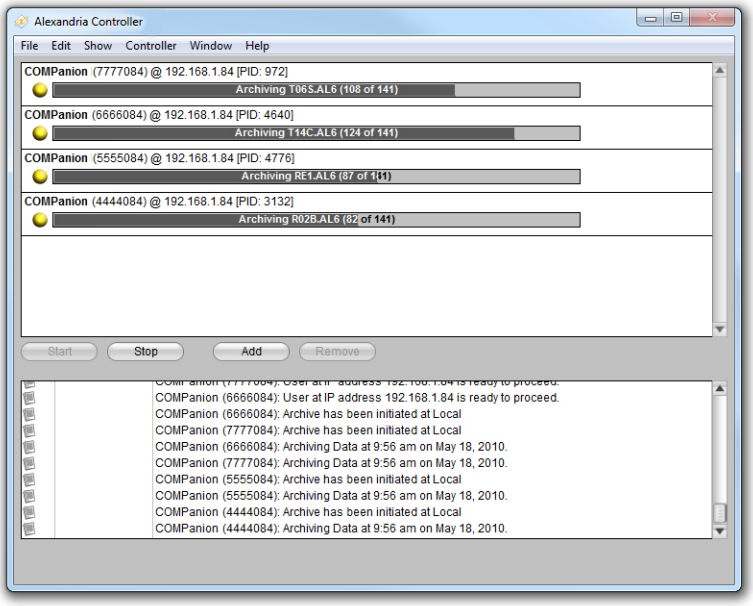
If you have accidentally misplaced your registration letter, COMPanion's 24 hour Technical Support team will be able to assist you.

If you don't have a reliable internet connection (or are unable to download the newest updates), you can contact COMPanion (via email or Tech Support at 800-347-4942) and request that an Alexandria Controller Update CD-ROM be sent to your location.

More on Archiving with the Alexandria Controller

When your Data Station is managed by the Alexandria Controller, client workstations will no longer have the ability to directly edit their Data Station's saved **Archive** location. Instead, this location is set for all your managed Data Stations in the **Scheduled Events** tab of the **Site Information** system preferences of the Controller itself *(see "Scheduled Events tab" on page 22)*.

Furthermore, when an Alexandria Controlled Data Station is forced to rebuild on startup, its **Data** folder is also archived to the location set in the Controller's **Scheduled Events** preferences.


Alexandria Controller
File Edit Show Controller Window Help
COMPanion (7777084) @ 192.168.1.84 [PID: 972]
Archiving T06S.AL6 (108 of 141)
COMPanion (6666084) @ 192.168.1.84 [PID: 4640]
Archiving T14C.AL6 (124 of 141)
COMPanion (5555084) @ 192.168.1.84 [PID: 4776]
Archiving RE1.AL6 (87 of 141)
COMPanion (4444084) @ 192.168.1.84 [PID: 3132]
Archiving R02B.AL6 (82 of 141)
Start
Stop
Add
Remove
COMPanion (6666084): User at IP address 192.168.1.84 is ready to proceed.
COMPanion (6666084): Archive has been initiated at Local
COMPanion (7777084): Archive has been initiated at Local
COMPanion (6666084): Archiving Data at 9:56 am on May 18, 2010.
COMPanion (7777084): Archiving Data at 9:56 am on May 18, 2010.
COMPanion (5555084): Archive has been initiated at Local
COMPanion (5555084): Archiving Data at 9:56 am on May 18, 2010.
COMPanion (4444084): Archive has been initiated at Local
COMPanion (4444084): Archiving Data at 9:56 am on May 18, 2010.

You can perform an immediate archive of *all* your hosted Data Station's by clicking the **Archive Now** button in the **Scheduled Events** tab of the **Site Information** system preferences.

While an archive or rebuild is taking place on a controlled Data Station, its progress is shown on the Controller's interface window (as shown above).

If the **Archive** folder is removed, the Controller will recreate the folder. If it can't recreate the folder, it will revert back to the standard, default location. This way, your Data Station will always have its archives saved to the correct location.

What Happens When the Alexandria Controller Timeouts?

The Alexandria Controller contains advanced Multi-Data Station technologies. Although it's not necessary to understand how the Controller does what it does, this section is for the technical person who wants to know a little more about what happens when the Alexandria Controller quits or times out.

- Quitting the Alexandria Controller causes all of the Data Stations to quit. Non-responsive Data Stations are *forcibly* terminated after five seconds with an additional five seconds for each active Data Station.
- Before the Alexandria Controller quits after downloading an update, it will forcibly terminate all of the active Data Stations first.
- When the Alexandria Controller needs to quit, it will time-out after eight seconds with an additional two seconds per active Data Station.

¡ WARNING!
COMPanion recommends that all maintenance to your Alexandria Controller or managed Data Stations be done after business hours.

COMPanion®

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